

ST MARY'S CATHOLIC SCHOOL

**TITLE OF JOB: REPROGRAPHICS TECHNICIAN**

**GRADE: H2**

**1) JOB OUTLINE**

**a) REASON JOB EXISTS**

To provide a fast, accurate, efficient and economical service of all printed and reprographic resources for senior staff, departments and all other teaching and support staff within the school.

**b) MAIN AREAS OF RESPONSIBILITY**

- Managing and operating reprographic equipment
- Achieving a fast and accurate turnover of resources to enable an efficient running of them
- Achieving maintenance standards of above machines for efficient running of them
- Organising and ordering relevant supplies for all machines
- Costing, recording and charging all work supplied to facilities and other areas of the school
- Organising workload into daily priority
- Instructing and advising Business Education students in reprographics for examination purposes signing to confirm ability of their completed examination tasks.

**c) EQUALITIES**

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

**d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**e) CRIMINAL RECORDS BUREAU**

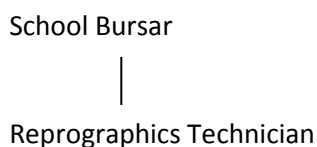
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form.

**f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **2) ORGANISATION CHART**



## **3) SUPERVISION**

Direct supervision is minimal and meetings with the Headteacher and School Bursar are on an ad hoc basis as needs demand. Postholder expected to initiate and organise workload.

## **4) JOB CONTEXT**

- The reprographics department provides all printed and photocopied material that is required in the school
- Work is brought in throughout the day and priority established. Work is then collated, stapled and returned to departments who are billed on a monthly basis.
- Ordering paper, card, ink, masters, cleaning materials on a monthly basis and adhere to yearly budget.
- Ability to identify and rectify any problems that arise with the machines, and liaise with technicians for servicing requirements for all machines
- Postholder must be able to work accurately and efficiently to prevent wastage of materials and to maintain an efficient service, to ensure that sufficient resources are available to the faculties and departments

## **5) CONTACTS**

- Headteacher, senior staff, subject leaders – to receive work and to give advice
- Service engineers and machine suppliers – to arrange service and to purchase suitable equipment and supplies

## **6) KNOWLEDGE, EXPERIENCE AND TRAINING**

- To operate and maintain reprographics equipment
- Appropriate training on the reprographic equipment will be provided
- To achieve maintenance standards to ensure smooth and efficient running of machines
- To be able to produce work of a high quality under pressure

## **7) PROBLEMS AND DECISIONS**

- To identify and rectify malfunctions of the reprographic equipment eg paper jams, incorrect paper feed, stack problems, etc.
- Decide daily the priority of work for the entire school. Make decisions on what orders should be placed for quantities of paper, ink, solutions for all work placed by departments
- Telephone technicians for servicing to machines as required

**8) DIMENSIONS**

Postholder controls an annual budget which must be adhered to. Produce class worksheets, yearly examination papers, pamphlets, programmes, letters and brochures for the school.

**9) ADDITIONAL INFORMATION**

Ability to work to a demanding schedule and maintain a high standard of efficiency. To be fully conversant with the intricacies of the machines to enable speedy repairs and to be able to pin-point major problems. Liaise with companies, service technicians and the Headteacher on the purchase of new equipment.

Advise and instruct students on enlarging and reducing printed materials for projects and examinations.

July 2011